

Job Opportunity

April 26, 2006

With CDA
it's not just
another job
it's a career!

**DUTY STATEMENT
CLICK HERE!**

Please refer to
CDA8 #0506-652-007
on your application.

**Applications will be
accepted until FILLED.**

**All applications will be
screened and only the
most qualified will be
interviewed**

E-mail your application
and resume to:
careers@aging.ca.gov
or
for more information go
online to:
**[http://www.aging.ca.gov/
html/jobs/
career_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)**
or
mail your information to the
address below:

**CALIFORNIA DEPARTMENT
OF AGING
HUMAN RESOURCES**

1300 National Drive,
Ste 200
Sacramento, CA 95834
TDD 1-800-735-2929
(916) 419-7525
(916) 928-2269



**APPLY NOW
CLICK HERE!**

Accounting Officer (Specialist)

**Permanent Full-Time Position
Salary: \$3,589.00 - \$4,363.00**

Make a difference! Join the CDA Team working with programs that serve older Californians, family caregivers and adults with disabilities.

The Accounting Section records and maintains fiscal records; processes all payment activities through the State's automated accounting system, California State Accounting and Reporting System (CALSTARS); and processes paychecks/travel claims. Develops fiscal-related systems department-wide, integrating both support and local assistance responsibilities.

PROGRAM:

Under the general supervision of the Accounting Administrator I, the Accounting Officer is responsible for performing professional accounting activities in the establishment and maintenance of accounts and records for the Department of Aging (CDA) and the Commission on Aging (CCOA).

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Establishes and maintains records for the California Commission on Aging in CALSTARS.
- Establishes and maintains budget appropriations and allotments in CALSTARS. Prepares a monthly reconciliation of CALSTARS appropriation with the Budget Revision worksheet.
- Audits employee and committee member travel expense claims in accordance with the State Administrative Manual and Department of Personnel Administration rules. Issues revolving fund checks for travel and expense claims and advances.
- Reconciles CCOA's Cash monthly and remits to State Treasurer's Office. Codes and inputs remittance advices into CALSTARS. Posts miscellaneous and direct transfers (Department of General Services, Department of Justice & Prison Industry Authority) to CALSTARS.
- Reconciles CCOA's accounts with the State Controller's Office (SCO) records monthly.
- Identify reconciling items and monitor accounts to ensure that corrections are made in a timely manner.

WHO MAY APPLY:

Applicants currently at the Accounting Officer (Specialist) or Accountant Trainee level or who have eligibility for appointment or transfer to this classification. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

